# State of Alaska Remote Working IT Resources

The State of Alaska provides several methods for employees to remotely access work productivity and line of business programs. Although a Virtual Private Network (VPN) connection provides the most functionality for remote workers there are other work-from-home options that may be adequate for certain job roles.

**Virtual Private Network (VPN) –** A virtual private network (VPN) is programming that creates a safe, encrypted connection to the State of Alaska network over a less secure network, such as the public internet.

    a. Provides access to internal only applications and network drives
    b. Requires State of Alaska laptop*
    c. Requires VPN permissions and client software installed
    d. Requires home Internet speeds of at least 5Mbps

    *Only connect to VPN with a State of Alaska computer (ISP-175). Personal devices connected to the State of Alaska network (LAN/WAN) expose **"all information on the device to potential monitoring, collection and public disclosure."** (ISP-172)

**Options for remote access without a VPN:**

2. **Email** from smart phone, tablet, or home computer web browser without VPN.
    a. [www.outlook.office365.com](http://www.outlook.office365.com), login with email credentials (step-by-step instructions below).
3. **Office Online** provides web browser access to Word, Excel, PowerPoint from a home computer without VPN.
    a. [www.office.com](http://www.office.com), login with email credentials.
    b. Requires a copy of your work files (use OneDrive, email files to yourself, or State of Alaska thumb drive)
4. **SharePoint** access to internal sites from a phone, tablet, or home computer web browser without VPN.
    a. [https://stateofalaska.sharepoint.com](https://stateofalaska.sharepoint.com), login with email credentials.
    b. Current departments with SharePoint sites: DEC, DFG, DNR, DOA, DOC, DOR, HSS, MVA
5. **Microsoft Teams** provides access to chat, calendar, file sharing, edit Word/Excel/PowerPoint, audio & video conference, and desktop sharing without VPN.
    a. Some departments have limited Teams functionality in some rural offices.
    b. Can also be run from a smart phone and tablet app (located in your device app store) or installing the client on a work or home computer. Does not require local administrator rights on PC to install client.
    c. Requires a copy your work files. Best to copy files into a Teams site in advance. Can also use OneDrive, email files to yourself, or State of Alaska thumb drive.
    d. Web site for requesting a new Teams site, [https://aws.state.ak.us/msteams/](https://aws.state.ak.us/msteams/)
6. **Citrix Servers** are available to DFG, LAW, and HSS.
7. **Conference Bridges**, WebEx and smart phones can be used for conference calls.

**Instructions for remote access without a VPN:**

Your State of Alaska e-mail and phone are two key work resources for maintaining access outside of the office. Step-by-step instructions for forwarding desk phones and accessing email online follow.

**Accessing E-mail Online:**

You can access your e-mail online in an internet browser such as Edge, Internet Explorer, Chrome, Firefox, Safari.

1. Click this link, or copy-paste this URL into your browser: https://outlook.office365.com/
2. When prompted, enter your SOA e-mail address (firstname.lastname@alaska.gov) and select "Next".
3. Enter your password and select "Enter".

*You may be asked if you wish to stay signed in. This can be helpful on devices accessed privately by you but should not be selected on public devices.*
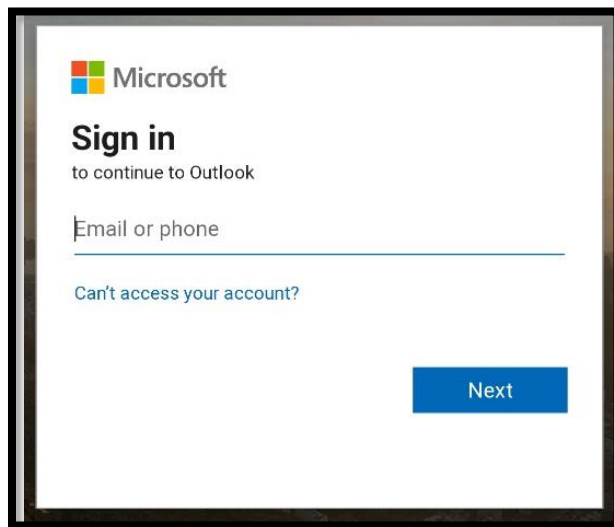


**Forwarding Your Work Phone:**

You can redirect all calls from your Cisco work desk phone to a different phone number:

1. Press the Forward button on your phone. Depending on your phone model, it may be labeled "Forward all", "CFwdAll" or similar.
2. Enter the phone number to forward your calls to. For example, 907-222-2222.
3. Your phone will beep two times and display the number your calls are forwarded to.
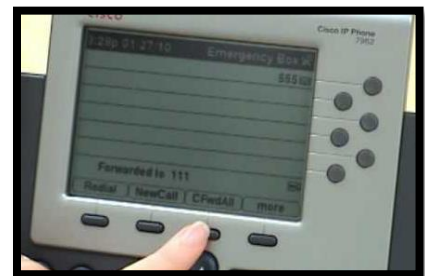


*To cancel forwarding, press the "Forward Off", "Fwd Off" or similar button, or press "CFwdALL" again if it is still displayed. This depends on your phone model.*

*For assistance contact oitsupport@alaska.gov or your Department IT contact.*